



DEPARTMENT OF HUMAN SERVICES
SENIOR & DISABLED SERVICES DIVISION
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AUTHORIZED BY: _____

**SDSD Administrator/Deputy/
Assistant Administrator**

INFORMATION MEMORANDUM

SDSD-IM-00-116

Date: November 13, 2000

TO: SDSD/AAA Employees
SDSD District and Unit Managers
Area Agency on Aging Directors

SUBJECT: Forms

INFORMATION: The forms on the attached table have been added to the internet. They are located on the Forms Server at www.sdsd.hr.state.or.us/resources , under "Forms".

In the process of adding these forms to the internet, some of the forms have undergone revisions. If the form is a client use form it has also been ordered for translation. The attached table will identify where the form is located (internet, distribution services or ACCESS) and the languages it was translated into (if any).

Some translated forms may not be available right away. To check on the status of the forms in a particular language, go to the Forms Server search by *Agency* (SDSD) and *Language*. This will generate a list of all the forms in the particular language you need.

Forms will continue to be added to this site in the future, please check back often.

Note: The forms coordinator is now Jennifer de Jong. Please direct all forms-related questions to her.

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Form #	Form Name	Form storage	Translations	Comments
0195	Trust Agreement for Limited Account	Internet and Distribution Services	None	
0284R	Overpayment Referral	Internet only	None	New form.
0415D	Retroactive Medical Supplement	Internet and Distribution Services	None	
0418	Interim Assistance Agreement	Internet, Distribution Services and ACCESS	8 standard languages	
0450	Liability Worksheet	Internet, Distribution Services and ACCESS	None	
0452	Income Disregard Worksheet	Internet only	None	New form. See rule 461-160-0550.
0539A	Application Form	Internet, Distribution Services and ACCESS	8 standard languages	
0539B	Request for Assistance	Internet, Distribution Services and ACCESS	None	
0539C	Redetermination of Eligibility	Internet, Distribution Services and ACCESS	8 standard languages	Used only when redetermining eligibility for Medicaid clients. Recycle existing stock.
0539E	EPD Application Supplement	Internet and ACCESS	Spanish and Russian	EPD clients now use the 0539A along with this one-page supplement.
0539F	Food Stamp Filing Form	Internet, Distribution Services and ACCESS	8 standard languages	

Form #	Form Name	Form storage	Translations	Comments
0539G	General Assistance Redetermination Supplement	Internet and Distribution Center	Spanish and Russian	To be used for all GA redeterminations.
0539L	Insurance Verification	Internet, Distribution Services and ACCESS	None	
0539P	Medicare Premium Payment Program Application	Internet and Distribution Services	8 standard languages	Used for QMB only applications and redeterminations.
0539R	Rights and Responsibilities	Internet, Distribution Services and ACCESS	8 standard languages	
0540	Notification of Planned Action	Internet, Distribution Services and ACCESS	8 standard languages	
0540A	Agreement to Take Action	Internet, Distribution Services and ACCESS	Russian and Spanish	
0541	Notice of Eligibility and Responsibility	Internet, Distribution Services and ACCESS	Russian and Spanish	
0595	Authorization and Provider Invoice for Home Delivered Meals	Internet, Distribution Services and ACCESS	None	
0617	Income/Resource Tracking Sheet1	Internet and Distribution Services	None	
0704R	GA Medical Review Team Worksheet	Internet and Distribution Services	None	
0708	Referral/SSI Liaison	Internet, Distribution Services and ACCESS	None	

Form #	Form Name	Form storage	Translations	Comments
0850B	Employment and Independence Expenses	Internet and ACCESS	None	
0850E	Client Contribution Agreement (EPD)	Internet and ACCESS	8 standard languages	
1238A	Income and Spend Down Computation	Internet and Distribution Services	None	
1003	General Assistance Disability Decision	Internet, Distribution Services and ACCESS	8 standard languages	
9001	Client Discrimination	Internet, Distribution Services and ACCESS	8 standard languages	

Additionally, the following forms are now obsolete:

0166 Speedee-Note Form
0320 Notice of Decision SDSD Clients Heavy Cost Form
0539M Medicaid/Food Stamp Application for SSI Eligible Individuals & Couples (Use 0539A and 0539C)
0647A Statement of Client Capacity
0731 Special Diet Request
0922 Comment or Reason for Action/Contact
8615 SSA Appointment Tracking Form